

Missouri Public Service Commission

EFIS – Submit Annual Report (MO PSC)

To file an Annual Report:

1. Log on to EFIS.
2. From the Welcome screen, click the **'Filing/Submission'** menu option
3. Select the **'Non-Case Related Submission'** link to continue to the **'Non-Case Related Submission'** screen.



On the 'Non-Case Related Submission' screen, complete the following steps:

1. Beside **'Type of Utility'**, select the applicable utility type from the drop-down list.
 - *Select the utility type for which the Company is certificated/registered. **Separate submissions are required if a Company has multiple certifications/registrations** (e.g., Water and Sewer; CLEC and IXC; and etc.)*
2. Beside **'Company'**, select the applicable company from the drop-down list.
 - *The list provided will contain only those companies for which you are designated as a contact. If you do not see the company in the list, contact the company, and ask them to add you as a contact or notify the Data Center.*
3. Beside **'Type of Submission'**, select **'Annual Report (MO PSC)'**.
4. Beside **'Total Missouri Jurisdictional Revenue'**, input the appropriate revenue amount. *(Click on the link below the field for additional guidance with this field.)*
5. Beside **'Report for Calendar Year'**, input the appropriate annual report reporting year.
6. Beside **'Applicable Case Number'**, input the applicable case number if the submission is related to an existing case. If not, leave blank.
7. Beside **'Date Filed'**, do not change the date as it defaults to the current date.
8. Beside **'Comments'**, input any comments, if desired.
9. Click the **'Continue'** button to continue to the **'Filing/Submission – Attachment(s)'** screen.

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Non-Case Related Submission

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

*** Required Fields**

* Type of Utility: Electric

* Company: Electric Missouri, Inc.-Investor(Electric)

* Type of Submission: Annual Report (MO PSC)



* Total Missouri Jurisdictional Revenue: 999,999.00
[Click here for information to enter in this field.](#)

* Report For Calendar Year: 2015

Applicable Case No.:

Date Filed: 7/18/2016

Comments:
(Allows only 250 characters)

Sl.No.	Attachment(s)	Security Level
	 	

On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

- Click the **'Browse'** button to select the document(s) for attaching.

Note: File names and file paths cannot use any special characters (% '& ^ * # @) except an underscore or hyphen.

- Under **'Select Document Security from the following:'**, select the applicable radio button for the document's security level.

Note: It is the filer's responsibility to denote the correct security level on every document.

- Click the **'Attach'** button to attach the document.

Note: Multiple attachments may be made by selecting a document, its security level and then clicking the **'Attach'** button.

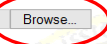
Filing/Submission - Attachment(s)

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

DISCLAIMER: It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

Attachment Process:
1: Click Browse to select the document from your local/Network drive or type the path to the document.
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf 

Select Document Security from the following:
☒ Public ☐ Highly Confidential ☐ Proprietary

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7. Click the **'Done with Attach'** button after all the attachments have been uploaded.

Filing/Submission - Attachment(s)

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To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

The 'Attachment' list contains the 'Security Level' selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test_doc.pdf	Public

Attach Done with Attach Delete

8. After verifying the security levels on the attachment(s), click the **'OK'** button to continue to the **'Non-Case Related Submission'** screen.

Message from webpage

Have you verified the documents attached are properly identified as HC, P or Public documents?


OK Cancel

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10. Click the 'Submit' button.

Non-Case Related Submission

 **SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

*** Required Fields**

* Type of Utility: Electric

* Company: Electric Missouri, Inc.-Investor(Electric)

* Type of Submission: Annual Report (MO PSC)

* Total Missouri Jurisdictional Revenue: 999,999.00

[Click here for information to enter in this field.](#)




* Report For Calendar Year: 2015

Applicable Case No.:

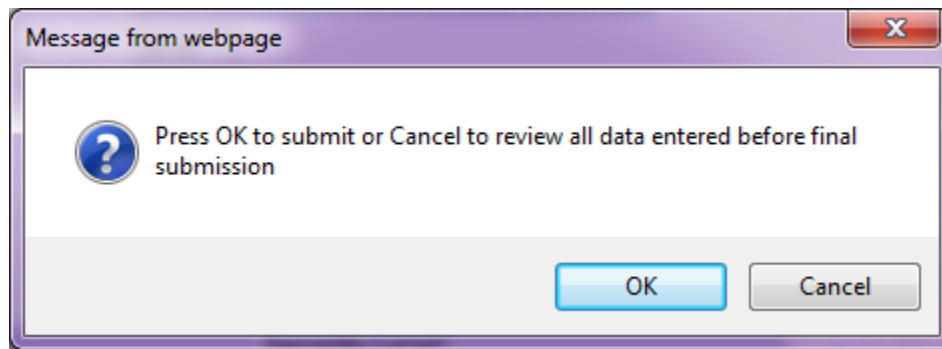
Date Filed: 7/18/2016

Comments:
 (Allows only 250 characters)

Sl.No.	Attachment(s)	Security Level
1.	test doc.pdf	Public

11. Click the 'OK' button to submit the filing or the 'Cancel' button if changes need to be made.

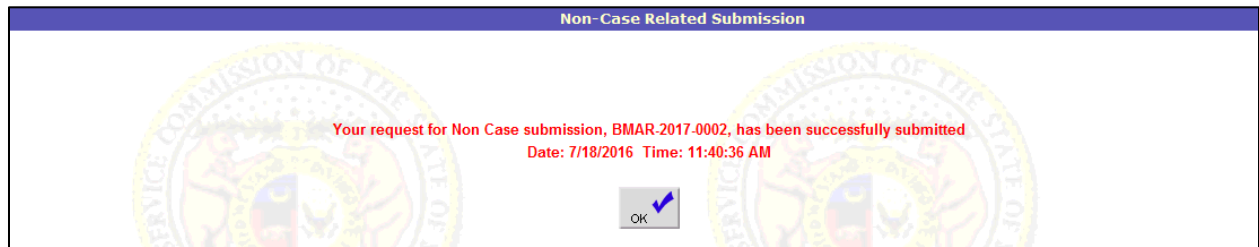


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A confirmation screen with the tracking number will appear.

12. Click the **'OK'** button to return to the **'Filing/Submission'** screen.



NOTE: If the user is asked to provide additional information or need to file amended information, please submit that information as a 'Non-Case Related Supplemental Submission' in EFIS using the tracking number from the original Annual Report submission for that reporting year. Refer to the EFIS **'HELP'** topic **'Submit Supplemental Annual Report (MO PSC)'**.

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.